



Arkansas Department of Human Services

Division of Child Care and Early Childhood Education

Health and Nutrition



P.O. Box 1437, Slot S-155 Little Rock, AR 72203-1437 501-682-8869 Fax 501-682-2334 TDD: 501-682-1550

MEMO

DATE: April 4, 2014

TO: All Institutions and Sponsors

FROM: William Lackey
Health and Nutrition Administrator

RE: Claim Entry Deadline Change

Beginning June 1, 2014 all claims must be entered in the Health and Nutrition claim each Thursday by midnight.

The HNP staff will process your properly submitted claim on Friday, if no problems are noted with your claim.

Should you have any claim or payment questions please contact the program manager for the program claim in question.

<u>Program</u>	<u>Contact</u>	<u>Contact</u>
Summer and At-Risk	Vicki Stewart	501-320-8968
NSL	Shelia Bailey	501-320-8972
CACFP	Blanca Hernandez	501-320-8937